

THE OPEN UNIVERSITY OF SRI LANKA  
 INFORMATION STUDIES UNIT  
 BA DEGREE IN LIS – LEVEL 6 (SEMESTER I)  
 HSU6305 – RECORD MANAGEMENT IN LIBRARY OPERATION  
 FINAL EXAMINATION – 2021/2022



DURATION: THREE (03) HOURS ONLY

Date: 30.04.2022

Time: 1.30pm - 4.30pm

**Instructions:**

- Answer only five (05) questions.
- All questions carry equal marks.

1. i. Discuss record scheduling, retention and disposition with giving examples. (10 marks)  
 ii. Explain five (5) reasons for keeping and managing good records. (10 marks)
2. i. Explain main features that need to be considered while developing a policy for any record management programme. (12 marks)  
 ii. List out four (04) main features of well-developed record management policy. (08 marks)
3. i. Describe four (4) Characteristics of a record. (08 marks)  
 ii. Explain types of records available in an organization giving examples. (12 marks)
4. i. Discuss five (5) characteristics of record keeping system giving example. (15 marks)  
 ii. List out five examples for vital records. (5 marks)
5. i. Describe the main points that you need to consider for the record management process. (10 marks)  
 ii. List out five (5) purposes of record storage (5 marks)
6. i. List out four (4) main characteristics of an electronic record. (8 marks)  
 ii. Describe five (5) requirements that can be applied to preserve electronic records. (12 marks)
7. i. List out five (5) advantages of having a filing system in a library. (10 marks)  
 ii. Discuss advantages and disadvantages of a vertical filing system. (10 marks)

8. Write short notes on any four (04) of the following topics (5 marks each)

- I. Preservation of records
- II. Record classification
- III. Cross Referencing
- IV. Appraisal of records
- V. Alphabetic filing system
- VI. Open shelves